

	State of California Department of Corrections and Rehabilitation Human Resources, Office of Employee Disability Management
<b>Duty Statement</b>	
<b>Incumbent:</b>	<b>Location:</b> Downtown, Sacramento
<b>Section/Unit:</b> HR / Office Employee Disability Management	<b>Classification:</b> Health and Safety Officer
<b>Position Number (s):</b> 065-545-3917-004	<b>Supervised By:</b> Staff Services Manager I, Health and Safety

This position requires the incumbent to possess a high work ethic, communicate effectively and professionally (both orally and in writing) in dealing with employees and/or the public; demonstrate excellent interpersonal skills; the ability to interpret and apply laws, regulations and departmental policy; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures; and have an understanding of the working conditions unique to a correctional setting.

Under the general direction of the Staff Services Manager I (SSMI), Injury Illness Prevention Plan (IIPP), the Health and Safety Officer (HSO) serves as a subject matter expert on all issues related to IIPP's, Aerosol Transmissible Disease Exposure Control Plans (ATD ECPs), and Biosafety Plans. The HSO assists in planning, organizing, and administering injury prevention programs to meet specific needs of various CDCR locations; works with administrative, supervisory and other personnel to identify and correct unsafe practices or conditions; recommends modification in CDCR facilities and practices to develop safer working conditions and improve work environment; works with assigned medical staff to eliminate or control health hazards; provides assistance to the SSMI on IIPP; advises management concerning standards set forth in laws and regulations relating to health and safety; provides liaison between CDCR institutions and other agencies on health and safety matters. Other duties of this position include, but are not limited to, the following:

## ESSENTIAL FUNCTIONS

- 35% Assists in planning and conducting an Environmental and Occupational Health and Illness/Injury Prevention Safety Program. Assists in developing and implementing a program of managing hazardous materials and hazardous waste. Assists in the Injured Workers Program. Develops methods to maintain compliance with Environmental Health and Safety Standards set forth in Titles 8, 17, 19 and 22 of the California Administrative Code and licensing and accreditation organizations. Compiles and analyzes accident and injury statistics and cost data. Prepares, recommends, and implements measures to increase effectiveness and improve the Health and Safety Program. Ensures that Safety Plans conform to applicable statutes, regulations, and policies of the

Department and relevant governmental agencies, as well as state licensing and Joint Commission standards. Conducts Safety Surveys to identify, evaluate, and ensure correction of occupational safety and health hazards. Promotes communication with employees on occupational health and safety issues.

- 35% Maintains and promotes effective working relationship with the California Department of Health Services, Cal OSHA, Joint Commission surveyors, and other federal, state and county licensing agencies. Develops policies and procedures to meet Joint Commission, Licensing, and other federal, state, and county requirements. Serve as a member of the Injury and IPPs, ATD ECPs, and Biosafety and provide subject matter expert for CDCR in addition to interaction with other related committees.
- 10% Completes basic ergonomic evaluations and training for staff work stations for the prevention of injuries. Provide consultation regarding Health and Safety issues to the Staff Services Manager I.
- 10% Plans, organizes, develops and conducts Health and Safety Training for managers, supervisors, and staff.
- 10% Periodic statewide travel required to department work locations as necessary.

***EMPLOYEE'S STATEMENT: I have discussed with my supervisor the duties of the position and have received a copy of the duty statement.***

EMPLOYEE'S NAME

EMPLOYEE'S SIGNATURE

DATE

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(Print)

***SUPERVISOR'S STATEMENT: I have discussed the duties of the position with the employee.***

SUPERVISOR'S NAME

SUPERVISOR'S SIGNATURE

DATE

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(Print)

**The statements contained in this duty statement reflect general details to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.**